

Langlois Public Library District
Board Meeting Agenda
Wednesday, October 2 at 6:30 PM
Langlois Public Library - 48234 Highway 101

Board Meeting

Call to Order

Approval of Minutes

Public Input*

Agenda approval

Correspondence

Board Vacancy Application

Director's Report

Financial Report

Debit Card

Motion of Thanks

Quick Books

Transition/Board Training

Old Business

Grants - last year & this year

Legal

Fundraising

New Business

Building Inspection

Computer Software

Adjournment

Next regular Board meeting, Wednesday, November 6, 2019 at 6:30 PM at the Library

*The Public may be able to present oral or written testimony to Board. The Chair will set time allotted based upon number of speakers. *"The right of public attendance guaranteed by Oregon Public Meeting Law does not include the right to participate by public testimony or comment."* ORS 192.620(1)

Meetings are open to the public except for closed meetings specifically authorized.

LANGLOIS PUBLIC LIBRARY BOARD MEETING MINUTES

OCTOBER 2, 2019

Public sign in: None

Called to order: 6:30 pm

Board Present: Susan Orbom; Carol Waxham; Jo Rieber; Denise Willms, Interim Director Absent Excused: Sandie McDonald

Guests: Deanna McDermott, Bob Morrow, Sandy House, Ken Willms, Eric Orbom

Approval of Minutes:

The minutes of Aug. 26th, discussed. C. Waxham moved/J. Rieber second to approve. Unanimous. The minutes of Sept. 4th, discussed. C. Waxham moved/J. Rieber second to approve as amended. Unanimous. The minutes of Sept. 18th, discussed. C. Waxham moved/J. Rieber second to approve as amended. Unanimous. The minutes of Sept. 24th, discussed. C. Waxham moved/J. Rieber second to approve as amended. Unanimous.

Public Input:

Bob Morrow thanked the Board for their work.
Sandy House asked about Sept. 18th meeting attachments, S. Orbom will have it attached.

Agenda:

S. Orbom clarified agenda items. Agenda was approved.

Correspondence:

S. Orbom read into the record a letter of interest from Deanna McDermott, in regards to the open Board position. J. Rieber moved to appoint D. McDermott to the vacant position 1 of the Langlois Public Library District Board of Directors, C. Waxham seconded. Unanimous.

D. McDermott was duly sworn in by the Board of Directors. D. Willms will inform the County Clerk of the appointment.

Director's Report:

D. Willms reported on the reorganization of the library and scheduling of volunteers. D. Willms requested that the old outdated computer equipment be surplus and donated to another non-profit agency, thus cleaning up and making room in the storage area. S. Orbom moved / J. Rieber seconded a motion to surplus the outdated equipment. Unanimous. Computer maintenance contract was discussed. The Board came to a consensus to pause the contract pending availability of funding.

Newspapers, and trash service were discussed. Trash service, and newspapers will be restarted. Contracts for cleaning, and outside yard work were discussed and tabled until the next meeting.

Financial Report:

Cecil Ashdown Bookkeeping was discussed. J. Rieber provided information sent by C. Ashdown. The initial setup for the District would be \$480.00. The board requested D. Willms to contact and get a basic contract overview of C. Ashdowns services. S. Orbom proposed to wait for grant money before moving forward. Discussion was tabled.

S. Orbom provided a financial report. Cynthia Shields will be removed from the accounts. S. Orbom is waiting for a response from Shayla Kudlac in regards to financial issues. S. Orbom will acquire a debit card for the library.

S. Orbom moved to acknowledge with gratitude the generous gifts from Martha Schram, and Gail Nordstrom which allowed the Library to reopen, C. Waxham seconded. Unanimous.

Old Business:

Erate was discussed. D. Willms is working with USAC and Paul Karlin to get the account changed, and information provided to release the funds to the library bank account.

The Board discussed building security and the possibility of putting in cameras. D. Willms will look at the different possibilities and report back.

The Board went over and discussed a Ford Foundation Technical Grant. Wording of the grant was discussed and changed. J. Rieber agreed to clean up the wording and to ask Buzzy Neilson for feedback, then send it to all for final ok. The Board discussed the need to send it around after changes made. D. McDermott moved / C. Waxham seconded, J. Rieber and D. Willms to work on the Ford Foundation Grant and submit it when complete. Unanimous.

New Business:

The Board discussed putting a call out for help inspecting the building for trouble spots and possible solutions.

Software was discussed. D. Willms stated that she would do the windows 10 update and that it would not cost the library.

S. Orbom provided an update on the Friends. The Appeal letter is being written and they hope to have it out before the end of the month.

J. Rieber motion / D. McDermott seconded, adjourn 8:45 pm.
Unanimous. Next meeting: November 6th, 6:30 pm

Respectfully Submitted D. Willms